



Coach & Manager Info Sheet

We would first like to take a moment to say thank you for volunteering for the 2022-2023 season, either by being head coach or manager of one of our teams this season. Our association could not function without great volunteers like you.

We are excited to be back on the ice for a new season so wanted to make sure you are well informed in regards to some changes this season as well as aware of other important information. Below and attached you will some info to help you start off the season.

DWMHA Policy

Our policy manual is uploaded online ([click here to view](#)) and urge all head coaches and managers to take the time to go through it and be familiar with all policies. There have been a lot of changes in the past year or so and you need to ensure you are aware of all policy changes.

Medical Forms and Injury Forms

Medical forms must be completed for all players and kept on file with the manager at all times in case of an emergency. Please be sure to download this version that is online as it was updated last year. These forms can be found under the Coach / Manager section on the website under [Important Policies & Rules - Quick Links](#)

Health Form Link

Team Safety Rep

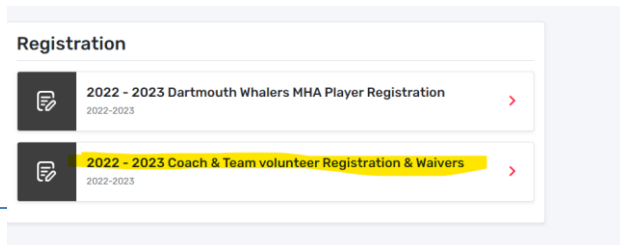
At this time, the primary roles of the **Safety Rep** are to ensure teams follow the [Hockey Nova Scotia Dressing Room Supervision Policy](#) (sometimes referred to as the **Two-Deep Rule**), and to be available and ready should we have any COVID-19 protocols requiring implementation this season. For more information on COVID-19 prevention measures, visit Nova Scotia Health's website: <https://www.nshealth.ca/protecting-myself-and-others>

Team Rosters **NEW******

I require a list of all team staff, including Date of Birth and emails for everyone and their role. Also each bench staff will need to go online to Hockey Canada, register as a Coach / Manager or volunteer and THEY MUST ACCEPT HOCKEY CANADA WAIVERS. If a bench staff or player does not accept them, the roster cannot be submitted to HNS to be approved and they will have to be removed from roster and the bench staff.

Below is the link to register, it will be for a \$0 coach, manager or Volunteer fee

<https://page.hockeycanada.ca/page/hc/hns/dartmouth-region/dartmouth/participant>





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also here is the link to volunteer certification info and CRC, There is a chart there that will tell you what you need at all levels and information on clinics and Respect in sport

<https://whalers.org/l/42/DWMHA/pages/1926>

GrayJay – Whalers Website

It is **MANDATORY** that all ice time, both games and practices for teams are to be entered online on Grayjay website under your team. Teams may decide to use other apps like Teamsnap to manage schedules with parents but Grayjay **must be kept up to date** for all practice, games and off ice training. The purpose is to ensure we have team activities documented for insurance purposes and to assist our ice coordinator when scheduling games.

For the U11, U13, U15 and U18 CMHL teams, all games will pull into your team on Grayjay from CMHL Grayjay site, so please do not enter these, or they will show double on the schedule. Practices and Games for all recreation teams will be entered by the recreation ice scheduler.

Please also ensure that team rosters be entered in Grayjay .

One person per team will be set up and if you require a login for Grayjay for your team please contact registrar@whalers.org

Jersey Deposit

All teams receiving Dartmouth Whaler jerseys, a jersey deposit will be invoiced to the team and collected up front. Each team will be required to pay the deposit of \$300 that will be invoiced to them in November either by e-transfer to controller@whalers.org (please put name of team in comment section and use hockey for password) or cheque dated **no later than November 30th**. At the end of the season, once the jerseys are returned and inspected for damage, if there is no damage or alterations found, the full damage deposit of \$300 will be returned to the team IT IS NOT TO BE DEDUCTED FROM FINAL ICE BILL PAYMENT. Please also see attached “Jersey Care Instructions” to ensure jerseys are taken care of properly as they are brand new

Dartmouth Whalers Game Jerseys worn for GAMES ONLY

Dartmouth Whalers Game jerseys are to be worn for **GAMES ONLY**, they are not to be worn during practice, with the only exception being when team pictures are being taken. Players must wear their own jerseys or practice jerseys provided by team but game jerseys SHOULD NOT BE WORN during practice times at any time. The cost of these jerseys was quite substantial and we are hoping to have them last as long as possible before we have to incur this substantial expense again and wearing them during practices only shortens the life span



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Also please note, **Whalers jerseys are to NOT go home with each individual player**, each team must have a parent responsible for the for home set and one for the away set and they are to be kept in the jersey bags provided when not worn. They are to be washed on a regular basis to ensure they are kept clean

Ice Costs ***ICE RATE FOR 2022-2023 TO BE DETERMINED, please stay tuned***

Ice Included in Registration

The amount of ice included in each family's standard registration is as follows:

- **U7 & U19:** 2 x 60 mins ice times
- **U11 to U18:** 18 x 60 minute game (1 per week) and 18 X 45 mins of stand-alone practice ice or 90 minute shared practice (1 per week)
- **Minor Junior:** 1 game time

*****Anything above the 18 games or 18 practice times will be billed back to team. IT IS ALSO THE TEAM'S RESPONSIBILITY TO TRACK HOW MANY ICE TIMES THEY USED AND BE AWARE WHEN THEY HAVE GONE OVER THE 18 ICE TIMES AS THEY WILL BE BILLED FOR THESE AND TEAMS SHOULD BUDGET ACCORDINGLY. YOU WILL NOT BE NOTIFIED WHEN YOU HAVE HIT 18 ICE TIMES, THIS IS NOT TRACKED UNTIL END OF SEASON WHEN PREPARING ICE BILLS**

Any ice provided by the Association that is over and above what is illustrated above, is to be funded by Teams as part of budgeting. Here is how it looks per level:

- **U7 and u9:** 2 x 60 minute ice times (if no additional ice provided, no additional cost to teams or groups)
- **Recreation (U11 to U18):** 1 x 60 minute game and 90 minute shared practice (if no additional ice provided, no additional cost to teams)
- **Rep (U11, U13, U15):** 1 hour game, 2 x 60 minute practice. *One of the 60 minute practice times is covered by the mandatory fee (\$240) as part of competitive registration. The second 60 minute time is partially covered by standard registration (45 mins to be exact). Therefore, Rep teams at U11, U13, and U15 will be billed the 15 mins remaining. For budgeting purposes, teams should budget roughly \$1,125 to cover the remaining cost. See the math below.
 - Roughly 20 practice times x 15 mins= 300 mins or 5 hours of ice.
 - 5 hours of ice x \$225= \$1,125. (approx)
- **Rep U18:** 1 x 90 minute game, 1 x 90 minute practice. Registration includes 60 mins of the game and 45 mins of the practice. The Team should plan to budget to cover the additional 75 mins of combined ice time per week.
- **Minor Junior:** 1 x game time included in registration (if no additional ice provided, no additional cost to team)



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Purchasing Extra Ice

All teams will be allotted two weekly ice times, one ice time for games and one ice time for practices. All competitive U11, U13, and U15 teams will be allotted two practices and one game time as signed up for upon registration (REP FEE TO BE ADDED TO PLAYERS) Recreation and U7/U9 teams will receive their allotted two weekly ice times.

If your team is looking to purchasing extra ice, teams will need to purchase it on their own and pay for it in advance. Teams will be given the Whaler rate and will need to sign their own contracts and pay in advance as per the rinks' terms. If you are looking to book extra ice, please contact the arenas directly. **The extra ice teams purchase must be uploaded into Grayjay to ensure teams are covered for insurance purposes.**

90 Minute Games

Each Whalers team is allotted 60 minutes for their weekly home game. For teams that are allotted 90 minute for their home game time, these teams will be charged by the Whalers for the extra 30 minutes they receive each game. Teams will be charged at the regular Whalers ice cost which for this year will be \$225.00 per hour. Please be sure to budget for this extra ice cost for the season if you have 90 minute games, on average you will have 18-20 home games.

*****ALSO NOTE – NEW THIS SEASON – Teams that have 90 minutes games, teams will be billed for the additional cost of referees for the 30 extra minutes of game as per below**

- U13 AAA – \$65 per game, average of 18 home games per season
- U15 AA – \$70 per game, average of 18 home games per season
- U18 A – \$72 per game, average of 18 home games per season

Home Game Ice times Allotment for the season

In past seasons, if teams did not have a game during weekly home game time, they were billed for this ice. Like last season, all teams will be given **18 hours** of home game ice for the full season, which includes regular season games, play down games and playoff games. If a team uses more than the allotted 18 hours, they will be billed for any time above those 18 hours at the Whalers ice rate.

Team Rotation of Shared practice

If teams decided to not share the ice during shared practices and opt to have a schedule and rotate back and forth which teams use it, if one team is unable to use their ice time, they MUST give first priority to other team they share the ice time with. If the other team cannot use the ice time, the team can then sell it or return it.

Returned Ice

All ice that cannot be used must be returned to Deanette with a minimum of 3 days notice. If ice is returned with less than three (3)days notice, the team will be charged for the ice time.

If teams do not return the ice and allows it to go unused, team will be charged full cost of the ice plus 40% admin fee. Also when returning ice, please ensure you remove it from your schedule in Grayjay, if after 24 hours from the time you returned it, it still remains on your schedule, we will remove from your schedule so that the team



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purchasing the ice can add it to their schedule.

TBR's

Also please ensure to let the appropriate person (CMHF games- Deanette; Recreation game – Pat Kamerman) know any games that your team is unable to play as soon as you become aware so that it can be rescheduled. If a game is cancelled for your team due to other team being unable to play, you will only be allowed to refuse the suggested new time offered by other team ONCE.

Exhibition Games

For Home exhibition games, a permit must be requested from Regional director Sarah Holman, see attached document on how to request it. We require a minimum of 48-72 hours advance notice to request referees and time keeper. For Officiating rates please click [here](#) and ensure referees and timekeeper are paid in cash before game begins

[CLICK HERE FOR PROCESS TO REQUEST PERMIT AND REFS](#)

Ice Email distribution list

A minimum of one representative must be put forth from each team to be added to the ice distribution list. Once you have this person's name(s) please send to ice coordinator.

2022-2023 Fees *(These are 2021-2022 rates and may change, will be confirmed)*

Central Minor Fee	\$185.00 + \$15 for CMHF Grayjay online game sheets
Hockey NS Fee	\$100.00 <i>(Not confirmed yet from HNS, may increase)</i>
Staff Insurance Fee	\$62.30 (4 bench staff included (3 coaches + 1 Manager), anything over 4 will be billed)
Whalers Ice Fee	\$225.00 per hour
Jersey Deposit	\$300.00 to be paid no later than November 30

**Please note we will be invoicing for fees and other charges including ice, regularly throughout the season and we will be sending out the first invoice to teams in November.

CRC Checks

Please ensure all bench staff that will be rostered to the team and assisting on ice or in the dressing room all have CRC (Criminal record check) up to date. CAR is no longer required but when getting CRC completed a Vulnerable Sector check **MUST BE REQUESTED**. If you are unsure if your checks are still valid, you can login in to ehockey to your profile. [Click her for directions on how to check](#) If their checks need to be updated or they do not have them, the forms and CRC through mybackchek all can be found on our website [here](#). Once you have your CRC, you must send a copy to Kelly Dalrymple at HNS, as they need to update them on your profile.



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Dressing Room Supervision Policy – 2 Deep

Please ensure the Hockey Nova Scotia Dressing policy – “2 Deep” is followed at all times. This policy states *“that Minor/Female players should be supervised at all times, HNS requires MHAs/ Coaches to follow the “Two Deep Method” of supervision recommended by Hockey Canada. A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the “Two Deep Method” of supervision. Supervising personnel must be members of the team staff or adults who have completed either “Speak Out” or the “Respect In Sport” for volunteers and have submitted their record checks [CAR & CRC] to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms”*

Any questions in regards to this can be directed to our risk manager at riskmanager@whalers.org

Bank Accounts

We have had a long standing relationship with Scotiabank and thus, our teams are welcome to support one of the local branches - if they wish - when setting up their team accounts. Local Scotiabank contacts are listed below:

Branch	Advisor	Email	Phone
Woodlawn	Bryant Clarke	Bryanta.clarke@Scotiabank.com	902-420-7616 ext4300
Dartmouth Main	Pam Ferguson	pamela.ferguson@scotiabank.com	902-420-6157 ext4300
Mic Mac Mall	Donna Harrietha	donna.harrietha@scotiabank.com	902-420-4830 ext4300
Burnside	Jan MacAulay	jan.macauley@scotiabank.com	902-420-7628 ext4300
Colby Village	Krista McCutcheon	krista.mccutcheon@scotiabank.com	902-420-4960 ext4300

Please complete the [bank account letter](#) filling in the teams information and send it to secretary@whalers.org and it will be signed and sent back to you to take to the bank to set up your account. Please note we have updated the letter this year so please do not use a copy from a past seasons.

Apparel Provider & Whaler Logo Usage

Pro Hockey Life is the approved apparel sponsor for the Dartmouth Whalers. The logo and the "Whaler" name may be used on products, jackets, other garments and written or printed materials purchased through our preferred provider – ProHockey Life. **ONLY WITH THE PRIOR WRITTEN APPROVAL** of the Executive through the President can the DWMHA logo be used on products, jackets or any other items. If the logo is used without prior approval, a fine of \$500 will be issued to the member/ team.

This year’s apparel program will **NOT** be done through PHL but through their national sales teams. Attached is the product listing and order form and team orders will open after October 25th. You will also be able to go to PHL in Dartmouth Crossing after October 25th for sizing, samples will be on hand. There will be a window of time to place team orders and later in November parents will be able to order items individual on an online store. This will be explained more at the Manager’s meeting October 25th



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Social Media Policy

We are asking all coaches and team managers to remind our parents the importance of them being mindful of the use of social media this season when it relates to DWMHA Hockey. Both Hockey NS Dartmouth Whalers have policy in place requiring all forms of social media be used in a positive and appropriate manner when and if used to reference our association, any of its members or opponents.

DWMHA is committed to creating and maintaining a positive hockey experience for everyone involved. Knowing this, any form of harassing, criticizing or use of Social Media for inappropriate purposes, often known as forms of cyberbullying, by any member of the DWMHA, including coaches, players, parents, volunteers, officials, bench staff or Board members, **will be subject to disciplinary consequences through our Association's Disciplinary Process.**

All DWMHA members are reminded and expected to exercise restraint and good judgment when using Social Media that is connected to DWMHA Hockey. If / when situations arise that one deems to be unfair / unreasonable, members are encouraged to respond with reason and respect, rather than reacting while emotions are running hot.

Exercising the **24 Hour Rule** is the appropriate response to employ during those challenging moments in the world of minor hockey. To this end, any repeated use of Social Media that involves foul language, criticizing refs, coaches, players, fans or opponents is conduct unbecoming any DWMHA member and will not be permitted to continue at any DWMHA sanctioned events, in any form or fashion, without related consequences.

Below please find links to both HNS and DWMHA social media policies for further information

- [HNS Social Media Policy](#)
- [DWMHA Social Media & Networking Policy](#)

Along with reminding our parents, for all U13, U15 and U18 teams, we are requesting head coaches to take a few minutes before or after a team event (on or off ice) to speak with their players regarding the importance of social media.

Equipment Logos

The only logos permitted on the Whalers players equipment are those permitted by HNS and official sponsors of Dartmouth Whalers. Helmets are allowed to have the Dartmouth Whaler logo that must be purchased from Pro Hockey Life (as per Whalers Logo usage & Color policy) as well as player number. Exception will be made for special stickers, those currently approved are memorial ones for Brian Carroll, Jen Tanton, Rob Sneath and Humbolt Broncos. Anything else must be approved by Dartmouth Whalers Board.



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RBC Room Bookings

If you need to book a room for team meetings, the Multi Purpose room or the Warm up room down past dressing room 7 that is now used as a smaller meeting room, can be booked at the below costs

Multi-Purpose Room	\$40 plus HST per hour
Warm Up meeting room	\$25 plus HST per hour

Fundraising Information for Team Managers 2022/23

Welcome back to another Whalers hockey season. I wanted to take a moment and introduce myself as the Whalers Fundraising Coordinator returning for another season. As well as running the organization's 50/50 raffle I would like to let you know that I am here for you if you have any questions regarding lottery licences, running specific fundraisers or if you need any help with fundraising ideas.

Please remind your players, parents, etc. that 50 / 50 tickets sold on behalf of a Whalers player must reach a minimum threshold of \$25.00 in order for the player to receive a discount on player registration for the following year. The \$25.00 threshold was chosen in order to avoid the significant administrative challenges and costs that would be involved in processing and tracking small discounts. For those who sell 50 / 50 tickets but do not reach the \$25 minimum, their discounts will be diverted to the

Mary Beth Chaulk Fund thus, strengthening support for our Whalers Community.

In addition, if a player does not return to the Whalers Minor Hockey Association, any registration discount they have from the previous year's participation in the Whalers 50 / 50 will also be diverted to the Mary Beth Chaulk Fund. The only exceptions would be as follows:

- The discount could be passed on to a sibling who is still with the Whalers organization and under the same registration profile.
- If the player is moving to another minor hockey team in another minor hockey association. In this case, the discount could be transferred to the new association so long as the player receives prior approval from the Whalers.



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These rules are in place to keep our Association in-line with the Alcohol and Gaming division policy on Youth Sports Lotteries Use of Funds.

Please reach out by email if you have any questions.

Christian Hiriart
Whalers Fundraising Coordinator
Fundraising@whalers.org